

(CLASSIFICATION)

FORUM PANEL RECOMMENDATION		DATE 23 October 1968
RECOMMENDATION that Record Center be equipped to microfilm all permanent records (retention) and within a specific period of time the hard copy should be destroyed.		
EXPLAIN RELATED REASONS OR PROCEDURES <p>The main reason is space savings. With the reduction of hard copy we could go on forever at the rate of reduction of 100 cu ft of hard copy to 1 cu ft of microfilm. Temporary records^(10.5 square feet) will be destroyed according to schedule. Some material should never be retired, but destroyed at Hy. especially chronic copies that are over two years old.</p>		
SIGNATURE OF PANEL MEMBER 	PANEL GROUP NUMBER III	
PANEL GROUP COMMENTS	SIGNATURE OF CHAIRMAN 	
***** CENTRAL PANEL REVIEW		
ACTION	SIGNATURE OF MEMBER	
	SIGNATURE OF CHAIRMAN	

FORM 10-68 2900

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